

Traffic Violations Procedures

SUBJECT:**TRAFFIC VIOLATIONS PROCEDURES**

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POLICY

Drivers are responsible for their driving records at all times. As required by law, any person holding a Commercial Drivers License must report any moving violation to their employer.

PROCEDURE

1. If involved in a moving violation while in a Connect Transit vehicle, you are required to do the following:
 - a. **DO NOT MOVE THE VEHICLE** unless directed to do so by law enforcement personnel or Connect Transit management staff. Once directed to move the vehicle, drive only as far as to clear whatever hazard or obstruction you may have been causing. **DO NOT CONTINUE YOUR ROUTE.**
 - b. Contact dispatch as to the nature of the violation (Speeding ticket, etc.)
 - c. You will be required to submit to an alcohol & drug screening within two hours. Failure to submit to this screening will result in termination of employment.
 - d. While awaiting results of the alcohol & drug screening tests, you will be suspended without pay.
2. If involved in a moving violation while in a private vehicle, you are required to do the following:
 - a. Notify Connect Transit Management staff as soon as possible after the violation occurs with details as to location, time, etc.
 - b. Provide Connect Transit with a copy of the citation issued.
3. Once a year, a records check will be conducted. If a violation shows up that has not been reported, you will be subject to termination of employment.

Source: Operator Safety Manual, Connect Transportation, Gulf Coast Center